

Visiting Lecturer

Regent's University London is a private university with a highly cosmopolitan community based in royal Regent's Park. With around 140 student and staff nationalities on campus, the University offers an exclusive and inspiring learning environment, with easy access to the wealth of professional and cultural opportunities of London.

Job Description

1. Position Details

- **Job Title**
Visiting Lecturer
- **Grade**
VL
- **Department**
Fashion Marketing
- **Line Manager Job Title**
Director of Content

2. Job Purpose

To teach, supervise and assess students as required and to engage in the planning, preparation and other general administrative duties associated with teaching as a Visiting Lecturer.

The Regent's Way

The Regent's Way reflects our identity as a commercial, entrepreneurial, challenger institution in higher education with a compassionate, supportive community.

It's represented with five dynamics. These are coexisting, not contraries. They guide how we work and interact with others on a daily basis. And they're a measure of how we grow and progress as individuals and as an organisation.

We're different to mainstream universities. The Regent's Way celebrates our unique offering, our ambition, our strengths, challenges, and our willingness to fail, learn and continuously improve.



Main Responsibilities

- 1 To deliver teaching in the form of, for example, lectures, seminars, workshops, supervisions, or tutorials as set out in module specifications and as appropriate to the discipline.
- 2 To design assessments (where appropriate), assess student output, provide students with timely feedback and feed-forward, record marks and attend examination boards.
- 3 To create and upload teaching materials onto Blackboard as appropriate to the module(s).
- 4 To liaise with the Course Leader and/or Director of Content in order to ensure an excellent student experience.
- 5 To keep an accurate record of student attendance and enter data on University record systems.
- 6 Where required, engage in Teaching Practice Development
- 7 To attend team meetings where appropriate and to undertake any training that is essential to completing the role.
- 8 To seek to implement the University's Health and Safety Policy and give due regard to the health and safety of themselves and others when carrying out duties.
- 9 Actively seek to implement the University's Equal Opportunities Policy and promote equality of opportunity in relation to the duties of the post.
- 10 To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

Person Specification

1. Position Details

Job Title: Visiting Lecturer
Grade: VL
Department: Fashion Marketing
Line Manager Job Title: Director of Content or Course Leader

2. Person Requirements

Job Requirements	Assessment Criteria	
	(E)ssential	(D)esirable
Qualifications & training		
Educated to degree level or equivalent qualification in a relevant field	E	
Master's degree in a relevant field or equivalent professional experience		D
PhD (or close-to-completion)		D
Experience		
Experience of teaching in a higher education setting within the UK	E	
Experience and understanding of working with international students.		D
Experience of working in industry or sector or with professional bodies as appropriate to the discipline.		D
Knowledge, skills & competencies		
Excellent written and verbal communication skills.	E	
Excellent presentation skills.	E	
Experience of quality assurance procedures and monitoring in a higher educational setting.		D
General attributes & personal qualities		
Excellent record keeping and administrative skills.	E	
Capacity to work effectively as part of a team.	E	
Capacity to work under pressure and on own initiative	E	